

## ***REQUEST FOR PROPOSALS***

### ***Annexation Impact Report-***

***A comprehensive assessment of impacts associated with the Tomichi Creek Corridor  
Annexation Petition***

City Contact Representative  
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This Request for Proposal (RFP) has been developed specifically to solicit proposals from planning consultants who have specific expertise related to site planning, transportation assessment, economics and annexation impact analysis pursuant to Colorado State Statutes.

Responses Due: September 19, 2006  
Close of Business: 5:00 P.M.

## **1.0 THE SOLICITATION**

The City of Gunnison invites the presentation of written proposals for consulting services:

*In conjunction with the City of Gunnison, Community Development Department, undertake a process to develop an annexation impact report for  $\pm$  1,666 acres located immediately east of the existing city boundary. The intent is to establish a comprehensive impact report document addressing land use, transportation, social factors, environmental assessment and economic impacts derived by the proposed annexation and its land use plan.*

## **2.0 INTRODUCTION**

The proposed annexation property, approximately 1,666 acres in size, is predominately unimproved agricultural land with a combination of irrigated hay meadows and sage brush range land. The majority of the real property is held by a limited liability corporation the known as the Gunnison Valley Partnership (GVP). The boundary also includes a tract of land owned by the United State Government, Bureau of Reclamation. The GVP includes a local attorney (Mr. Richard Bratton), and the Schuck Corporation who is headquartered in Colorado Springs, Colorado. The GVP (applicants) have hired N.E.S., Inc. as the planning firm for this project.

Improvements within the annexation area are very limited and consist of two single family dwellings, and some agricultural out buildings. The annexation property is bisected by U.S. Highway 50. Western State College abuts the northwest portion of the annexation property and the Gunnison County Airport is adjacent to the southwest boundary. An unincorporated subdivision and the Gunnison Cemetery abut the northeast boundary. An existing industrial park is on the southeastern flank of the annexation property. Federal land to the north of the annexation property is managed by the Bureau of Land Management (BLM). Land abutting the southern boundary includes State School Board property, and federal land managed by the BLM.

Tomichi Creek, a meandering perennial stream, runs across the southern segment of the annexation property. Jurisdictional wetlands, flood plains and critical wildlife habitat are found in this stream/riparian area (see Figure 1). Upland areas are predominately sage brush habitat. Upland areas are predominated by volcanic mud flows, with sallow soils supporting limited sage brush/ground cover vegetation. Upland sage brush areas have highly erosive soils, and cut/fill grading in these areas will be problematic. In summary, there are complex environmental systems that will need to be contemplated as part of the land development plan.

Understanding the economic impacts will be a critical component of the annexation impact report. Commercial retail uses will be proposed along the highway corridor and impacts to the existing downtown commercial district must be understood. Cost of public service provisions must also be quantified. The method of financing utility and road improvements will need to be critiqued.

Transportation, land use, and recreation opportunities will be critical variables to understand. The applicants will be submitting a land use master plan, drainage plan, transportation impact report, preliminary utility plan and other related documents. N.E.S., Inc. is aware of physical limitations found on the site as well as the need to have a development that supports efficient service delivery. A thorough assessment of the plan will be made to ensure that the review process will be fostered by comprehensive and accurate data assimilating the project impacts and benefits.

The goal of the Impact Report process will be to fulfill the statutory requirements of an annexation, but as noted above, it will also address other related challenges associated with the proposed annexation. Those challenges include the following:

- Costs and benefits associated with the extension of municipal services.
- Impacts to the future operations of Western State College.
- Impacts to the local school district.
- Impacts to the operation of the County Airport.
- Impacts to critical Sage Grouse habitat.
- Necessary improvements to U.S. Highway 50.
- Development of public recreational amenities.
- Street and utility extension needs.
- Public transportation system expansion needs to serve the development.
- Solidifying funding mechanisms most appropriate to serve the development.
- Protecting city revenue funds.
- Affordable housing & existing community housing needs.
- Retail sales and sales tax impacts.
- Job Creation.
- Market demand & buildout time projections.
- Water quality and quantity issues.
- Natural hazard mitigation needs.

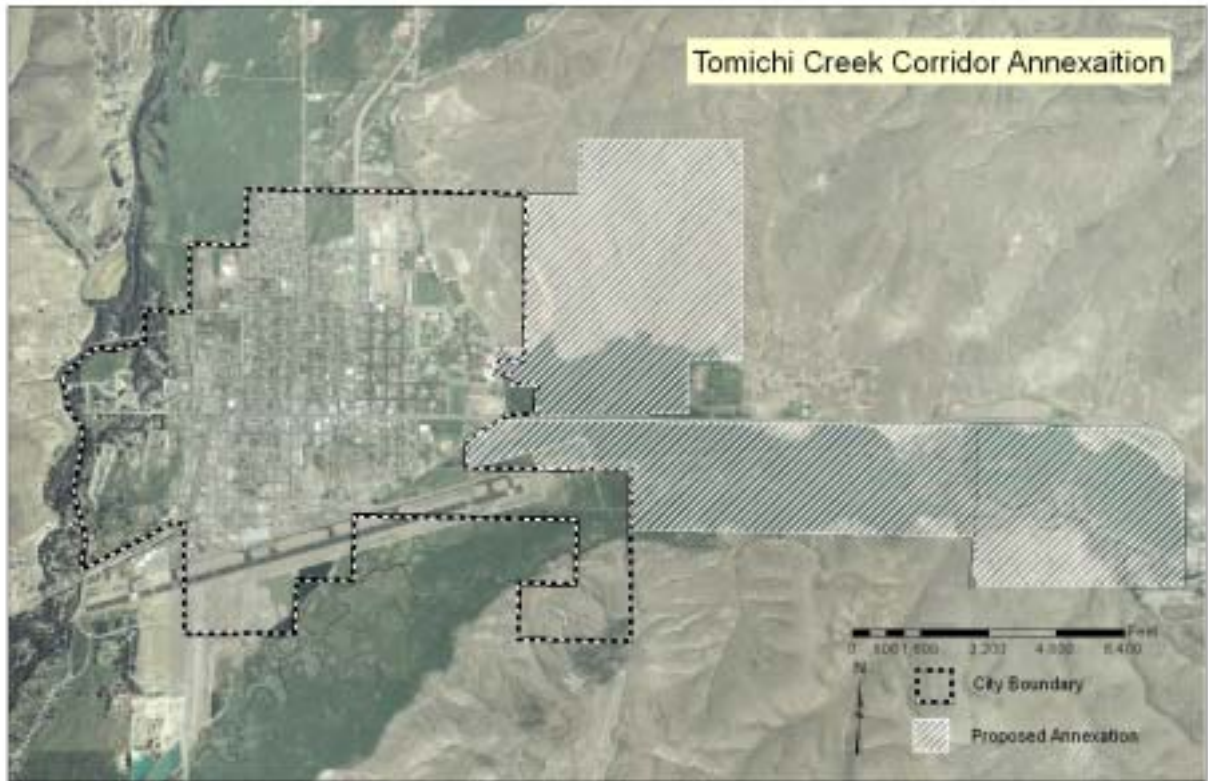
### ***3.0 PRELIMINARY SCOPE OF WORK***

#### ***3.0.1 Introduction***

The magnitude of the proposed annexation is significant especially in relation to the existing city scale; the existing city limits are approximately 2,000 acres. It will be essential to establish the annexation impact report with specific detail to allow city officials to make informed decisions. It is the city's desire to process the petition in an efficient and timely manner, and the annexation impact report will need to commence and be completed with this in mind.

City Council and the applicant have informally agreed that the annexation resolution establishing substantial compliance will not be considered until the annexation impact report is complete. Annexation impact report information will be used in part, to develop any annexation conditions that may be needed to address the impacts cited in the annexation impact report.

**FIGURE 1**



The consultant will be directly responsible for the development of a dynamic economic impact model with three primary modules (Economic Impacts Module, Demographic Module, and Fiscal Impact Module). Additionally, the consultant will provide technical services related to the assessment of the land development and transportation elements of the project.

Assessments of civil engineering and geotechnical reviews will **not** be the responsibility of the consultant. Engineering services will be provided by city staff, and geotechnical review will be provided by the Colorado Geologic Survey; review of these elements may be supplemented by other sub-consultants hired by the city.

### ***3.0.2 Annexation Submittal Materials***

The GVP will submit a land suitability analysis, land use master land plan, transportation impact report, drainage report, master utility report, preliminary geologic/geotechnical report, soil erosion analysis and market study for the development. These submittals are anticipated to be submitted to the city by October 2, 2006. The following is a summary of anticipated information to be submitted by the annexation applicant's.

***Land Suitability Analysis.*** A land suitability analysis, incorporating a mask of numerous environmental overlays, is to be developed by the applicant. The analysis will incorporate digital mapping conveying the spatial relations of existing natural features. Geology, slope analysis, soils, hydrology, ground water, critical habitat, vegetation and other critical coverage's will be applied to the analysis. The applicant will use the land suitability analysis to frame the proposed land use and development layout.

***Master Land Use Plan.*** It is anticipated that the submitted master land use plan will include narrative, tabulated and mapped data necessary to accurately describe the development intent. Narrative and tabulated data will provide details related to use, floor area, and anticipated residential densities in given geographic areas. Mapped elements will include land use, preliminary street layout and open space recreation areas. The master land use plan will also include relevant data associated with pedestrian trail alignments and urban design provisions.

***Transportation Impact Analysis.*** This analysis will be a comprehensive inventory of existing and proposed rights-of-way. Traffic generation inventories will be provided along with existing traffic volume counts. Level of service projections and information regarding geometric design standards are also anticipated. The analysis should assess mass transit needs and related facilities that may be developed on the site.

***Drainage Analysis.*** The applicant will submit a master drainage analysis for the development area. The analysis will be developed using *HEC-RAS River Analysis System* or a comparable modeling system for the reach of Tomichi Creek traversing the property. The analysis will help to address flood plain management and floodway encroachments.

***Geotechnical Report.*** Geology mapping and preliminary geotechnical analysis will be provided to the city. The site's surface geology mapping will be provided and related hazard potentials will be thoroughly documented. Hazard information will include slope stability, high groundwater, expansive soils, corrosive soils, and rock fall concerns.

***Soil Erosion Analysis.*** Erosion potential in the site's upland soils is very high, and addressing this topic of primary interest to the city. An erosion rate baseline study will be established. The soils study will be supplemented by modeling erosion rate potential for the proposed development. The soil loss analysis will either incorporate the Revised Universal Soil Loss Equation (RUSLE) or Modified Universal Soil Loss (MUSLE) modeling programs developed by the Natural Resource Conservation Service. The Colorado Geological Survey will be assisting the City in the evaluation of these analyses.

***Marketing Analysis.*** The applicant will provide the city with a marketing analysis to assess viability and anticipated buildout of the proposed development.

### ***3.0.3 Project Team Approach***

The project will be managed by the City of Gunnison Community Development Director. The selected consultant chosen for this will have the demonstrated capability to assist the

city in a comprehensive assessment of the proposed annexation. The firm chosen by the city shall have direct experience with development annexation impact reports and have demonstrated knowledge pertaining to economic trends of small communities in western Colorado.

The consultant will have direct responsibility in development of the dynamic economic impact model. Additionally, the consultant will play a critical role, along with city planning staff, in the land use and transportation assessment process. City staff and the consulting team will develop documents and reports critiquing these elements. We will be relying upon the applicant to provide quality data sets incorporated into the critique process.

### ***3.0.4 Scope Details***

The scope of the annexation impact report will not only conform to statutory provisions (CRS 21-12-108.5) but also provide in depth analysis of the land use, transportation, economics, environment and community character impacts. Final report documents will address the following:

1. A dynamic economic impact analysis;
2. A comprehensive assessment of land use/environment/transportation proposals;
3. A comprehensive assessment of utility/infrastructure plans to be assessed by the city engineer; and
3. A compilation of detailed recommendations.

### ***3.0.5 Dynamic Economic Impact Analysis***

The consultant will collaborate with the city staff and the applicant to establish develop an economic model capable of predicting direct, indirect, and induced effects from the proposed development. Statistical analysis of economic trends will examine the relationships between employment, income, population, and public services demands derived by the development.

The model framework will be subject to modification, but will likely contain three major modules: Economic Impact Module, Demographic Impact Module, and Fiscal Impact Module. Additionally, there will be a temporal element describing the anticipated timing of development and amortization schedules for return on public investments.

***Economic Impact Module.*** This module will demonstrate the cause/effect relationship of the annexation upon local employment, earnings and income. Both direct and indirect effects will be modeled. A key to accurately describing these relations will be setting forth reliable multipliers used in the assessment.

***Community Demographic Module.*** This module will detail information on how the annexation will affect current and future population and commuters. Predictions regarding seasonal residential rates will also be established. And the enrollment numbers for both public school and Western State College will need to be assessed.

***Fiscal Impact Module.*** This module will examine how economic and demographic changes affect service expenditures for the school district, fire district, County, and City Government. The increased needs upon road maintenance, police, utility services, public transportation, attainable housing, schools and other public service provisions will to be predicted by the model. Analogously, the sale tax, and property tax revenue adjustments will be predicted.

### ***3.0.6 Land Use & Transportation Assessment.***

The annexation applicant will provide planning documents previously identified in this RFP (see section 3.0.2). In conjunction with city staff, the consulting firm chosen to by this RFP will be directly involved in the critique of the proposed master plan and related component documents. This land use/transportation assessment will be completed in conjunction with the dynamic economic impact analysis. The assessment and associated presentations are not anticipated to require a significant number of trips to the Gunnison area; the majority of work will be at your office.

The consultant shall have significant transportation planning experience. As well as technical staff expertise in urban planning, design, demographic assessment, fiscal/economic modeling, environmental design and other related expertise.

Deliverable products will include memorandums, technical reports and possible digital map products used to convey meaningful report contents to the decision makers and the general public.

### ***3.0.7 Scope Refinement.***

It is anticipated that the proposed scope will be refined to some degree in conjunction with the contract development. However, the primary emphasis for the consulting firm chosen for this project will be related to the economic analysis, land use and transportation assessment and direct involvement in the development of a comprehensive annexation impact report.

## ***4.0 REQUIRED RFP SUBMITTALS***

Submittals shall clearly demonstrate the consultant's ability to provide the services as outlined in this RFP. The proposal shall contain the following:

***Cover Letter:*** A cover letter shall be provided which succinctly explains the consultant's interest in the project. The letter shall contain the name/address/phone number of the firm's principal contact and shall identify individuals who will be making the presentation on behalf of the firm. The statement shall bear the signature of the person having proper authority to make formal commitment on behalf of the firm.

***Qualifications: of Key Personnel:*** Submit resumes of all those who will be involved in completing the SOW. Please include their experience in performing the required and necessary services. The project personnel must have completed two contracts of the same size and scope within the past five years.

***Firm Experience:*** Submittals will include a detailed description of the firm's overall capabilities, experience and approach in providing the SOW described herein.

***References:*** Provide at least four references for projects of similar size and scope, including at least two references for projects completed during the past two years. Include the client's name, a brief summary of the work, and the name and telephone number of a responsible contact person.

***Financial Statement:*** Provide a financial statement or some other means to demonstrate and confirm the financial stability of the business and its capacity to undertake this project.

***Proposal:*** Summary of presentation will be given by you and the audience will be city staff, and certain council/planning commission members.

***Additional Information:*** Provide any additional information that will aid in evaluation of the consultant's qualification with respect to this project.

## ***5.0 SELECTION PROCESS***

The City of Gunnison, at its sole discretion, shall determine whether particular consultants have the best qualifications and proposal to complete the project.

City staff will make a recommendation to the City Council regarding this selection. The City reserves the right to reject any and all submittals. The following will be used to evaluate the proposals:

- ***Qualifications of Key Personnel:*** The knowledge and experience of the identified personnel is directly related to the needs of the project.
- ***Firm Experience:*** The team has a demonstrated track record of a similar size and scope project, with the overall capability and experience to complete the project.
- ***Team Composition:*** The respondent has assembled a team that has expertise in planning/design, economics, demographic assessment and transportation planning. The respondent must demonstrate the ability to work in an open public process of this nature, as well as coordinating with municipal staff and the applicant in a joint effort that will result in the successful outcome of this project.
- ***Critique of the Draft Scope of Work:*** The presentation shall include a critique of the Draft project scope of work with recommendations for strengthening and/or improving the efficiency of the SOW.
- ***Projected Costs:*** The presentation materials shall include projected costs for the professional planning and facilitation services associated with the project.



- ***Quality of Presentation:*** Presentation is professional, thorough and adequately conveys the firm's ability to be part of the team bringing forth a successful project.

## ***6.0 SUBMISSION INFORMATION & DEADLINE***

Submittal Address: Responses with all deliverables shall be mailed or delivered to:

City of Gunnison

Community Development Department

Attn: Mr. Steven Westbay

PO Box 239

Gunnison, CO 81230

The original and 10 copies of the response shall be mailed or delivered in a sealed package with the following information clearly delineated on the outside of the package:

Company Name

RFP –Tomichi Creek Corridor Annexation Impact Report

Responses Due: September 19, 2006

Close of Business: 5:00 P.M.

## ***7.0 GENERAL TERMS AND CONDITIONS***

### ***7.0.1 Late Responses***

Responses received after the time and date specified, whether delivered or mailed, will not be considered and will be returned unopened. It is the sole responsibility of each respondent to ensure that their submittals arrive at the City Community Development Department prior to the time and date specified.

### ***7.0.2 Rejection of Submittals***

The City reserves the right to accept or reject any or all submittals received in response to this solicitation. The City further reserves the right to waive any informalities and/or minor irregularities in submittals received, if deemed to be in the best interest of the City.

### ***7.0.3 Proprietary Information***

All submittals in response to this request become public record and become subject to public inspection. Any confidential information contained in the submittals must be clearly identified as such or it will not be treated as confidential or proprietary by the city and then only to the extent allowable by law in the Open Records Act. Unrestricted disclosure of propriety or confidential information submitted by any consulting firm in an RFP response places it in the public domain. Proprietary or confidential information is defined by the city to be any information that is not generally known to competitors and which may provide a competitive advantage. Submittals in their entirety can not be specified confidential or proprietary.

#### ***7.0.4 Submittal Ownership***

All materials submitted with regard to this solicitation become the property of the city and will only be returned at the city's option. The city shall have the right to use all ideas or adaptations of the ideas contained in proposals received, subject to the confidential or proprietary limitation contained herein. Disqualification of any document does not restrict or eliminate this right.

#### ***7.0.5 Expenses***

Expenses incurred in preparation, submission, and presentation of this RFP is the responsibility of the company and can not be charged to the city.

#### ***7.0.6 Sovereign Immunity***

The City of Gunnison specifically reserves its right to sovereign immunity pursuant to Colorado State Law as a defense to any action arising in conjunction to this agreement.

#### ***7.0.7 Venue***

The laws of the State of Colorado, County of Gunnison, and City of Gunnison, with any Rules and Regulations issued, prevail with regard to any contract documents, possible terms and conditions disagreements, arbitration, or litigation.

#### ***7.0.8 Compliance with Laws***

All proposals must comply with applicable federal, state, county and city laws governing this procurement. Note that the consultant will need to comply with provisions of Colorado House Bill 1323 as it may be applicable.

#### ***7.0.9 Amendments***

Amendments to this RFP may be issued at any time prior to the time set for receipt of proposals.

#### ***7.0.10 Oral Statements***

Oral statements by representatives of the City or the responding company shall not modify or otherwise affect the terms, conditions, or specifications stated in this document. All modification to this request must be made in writing.

#### ***7.0.11 Conflict of Interest***

No City official and/or employee shall have interest in any contract resulting from this RFP.

#### ***7.0.12 Insurance Requirements***

The selected consulting firm will be required to provide, at their own expense, without cost to the City the following minimum insurance:

- General Conditions: Policies of insurance shall be written by companies authorized to write such insurance in Colorado.
- General Liability & Automobile Insurance: During the life of the contract a comprehensive general liability and automobile insurance policy with liability limits in amounts not less than \$600,000 per incident and \$150,000 per person. Said policies of

insurance shall include coverage for all operations performed for the City by the contractor; coverage for the use of all owned, non-owned, or hired automobiles vehicles and other equipment both on and off work and contractual liability coverage shall specifically insure the hold harmless provision in favor of the city.

- Worker's Compensation Insurance: The contractor shall comply with the provisions of the Worker's Compensation Act.

#### **7.0.13 Indemnification**

The selected consulting firm shall defend, indemnify and save harmless the City of Gunnison, State of Colorado, and all its officers, employees, insurers, and self-insurance pool, from and against all liability, suits, actions, or other claims of any character, name and description brought for or on account of any injuries or damages received or sustained by any person, persons, or property on account of any negligent act or fault of the selected consultant, or of any consultant's agents, employees, sub-consultants or suppliers in the execution of, or performance under, any contract which may result from proposal award. The selected consulting firm shall pay any judgment with cost which may be obtained against the City growing out of such injury or damages.